504 Help Wanted Office-Clerical

CLERK TYPISTS
Immediate, long-term jobs available! A minimum of 6 months office experience is required and typing of 40 wpm plus. Call Julie for an interview.
CDI Temporary Services
352-1005

CLERK TYPISTS (45wpm)
SENIOR TYPISTS (60wpm)
SECRETARIES (Type 60wpm)
(Shorthand 80wpm)
Temporary assignments for the Troy, Southfield, Livonia, Farmington Hills, Canton & Northwest areas. Experience necessary. Call for an appointment
Somebody Sometime
Temporary Help
Livonia 477-0900

COMPUTER Keypunch Operator Full time, experienced. Send resume salary requirements to P.O. Box 318, Novi, Mich. 48050

COMPUTER OPERATOR Part-time evenings Experience necessary. Farmington Area. Call 476-8472

COMPUTER OPERATOR
We are looking for a dedicated person with initiative who is ambitious and who wants to work and learn. Job requires data entry, terminal retrieval, maintenance of computer programs, knowledge of some 3-5 programmable and word processing. Brokerage house and/or accounting experience helpful. Birmingham area. 644-4314

COMPUTER OPERATOR
TRW II, Fortran, Cobol, Mark IV, Profile II JCL General typing, phone screen. Salary $4.50 per hour; evening 7-11 pm. Send resume to Box 216 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY CLERK - IBM System 34/40, 1 year experience with MAPICS or equivalent, self-starter, for fast growing retail firm in Livonia. Apply in person, 8 to 5 p.m., 31731 Waterbury Lane, 33775 Schoolcraft, Livonia.

DATA ENTRY
Two positions available. System 34 experience helpful.
PURCHASING DEPT - Construction background helpful.
PAYROLL COORDINATOR - Experience necessary.
Benefits, salary commensurate with experience.
Call Debbie 8am-16am 312-8123

DIGITAL
Word Processing Typists
Get jobs! Immediate! We have current openings for all states of Digital Word Processing Equipment Operators. Call us! Use your typing and set up skills. Call Julie to arrange a personal interview.
CDI Temporary Services
352-1005
NOT AN AGENCY NEVER A FEE
ENTECH SERVICES, LTD.

Now recruiting for a medical transcription secretary. Call now for this position. Available assignment located in southfield.

AHEAD OF THE REST
644-5410 8AM-5PM

Excellent Work Opportunities FOR:
- IBM 5520
- IBM Display Writer
- Xerox 800-850
- CPT 8000
- Wang

Experienced Word Processing Operators with 1 year minimum of recent skills about the advantages of working for temporary assignments.
16668 W. 11 Mile Rd.
Lathrup Village
559-0300
KELLY SERVICES
The "Kelly Girl" People
NOT AN AGENCY, NEVER A FEE
Equal Opportunity Employer M/F/H

EXECUTIVE SECRETARY
with good organizational & follow-up skills. Two secretarial skills desired for top salary. Plymouth area. Send resume to Plymouth Industrial Center, 2161 Enkine Rd., Plymouth, Mi. 48170. Attention: G. Grossman

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY TO $18,000
Challenging position reporting to the President of a growing manufacturing company. Top skills for this top spot. Call Bernet now.
ENGLING & ENGLING
352-3300

EXPANDING MANUFACTURING Company in Livonia has an opportunity for a competent data entry and general office person. Applicant should have a minimum of 2 years office experience, accurate typing at 50 wpm, and good clerical skills. Comparable salary and benefits. Please send resume and salary history to: Box 866 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPANDING TROY Law Firm seeking Legal Secretary experienced in litigation practice and word processing. Salary range $14,000-$16,000. Call 643-7440 and send resume to 3250 W. Big Beaver, Suite 312, Troy, Mich. 48084.

EXPANDING Troy Law Firm seeking Legal Secretary experienced in corporate/business practice, and word processing. Salary range $14,000-$16,000. Call 643-7440 and send resume to 3250 W. Big Beaver, Ste. 312, Troy, Mich., 48084.

EXPERIENCED LEGAL Secretary needed for Southfield Law Firm. Salary commensurate with ability & experience. 557-3666

EXPERIENCED LEGAL SECRETARY
LEGAL SECRETARY wanted for senior partner in Southfield Law Firm. Working knowledge of court system & procedure and emphasis on bankruptcy will be valuable assets. Applicant must have proficient typing, shorthand & dictaphone skills & be willing & able to assume responsible, time-consuming secretarial ability & experience. Please send resume, starting salary requirements & prior experience to: Box 261, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED SECRETARY
Shorthand, phones, knowledge of bookkeeping. Troy office. Hours 1-pm. Bonnie Ala. Salary open. Call Mrs. Abrams. 649-2924

EXTRA EARNINGS
Phone answering & receptionist skills, 3 hours per day, Mon thru Fri. 12-7 pm in pleasant atmosphere located in Bloomfield Hills. Call Tues between 10am-12 noon and Wed. 1-3 pm. 644-0960

FILE CLERK/CTELEPHONE OPERATOR
Desired for our Worldwide headquarters located in Southfield to take orders over the telephone from 10:15am to 1:30pm/Monday-Saturday. Duties will include preparing orders (originate from copies) and filing by countries and numerical sequence. The position requires an individual with the ability to operate efficiently under a demanding work load and with the willingness to work overtime during major Holidays. Legible handwriting a must. We offer a competitive salary, complete benefit package in excellent working environment. If interested please send resume to:
P.O. Box 2327
Southfield, Mi 48037
Equal Opportunity Employer M/F

FILE CLERK
Includes micro films, phone relief & general office. Full time days, paid time shifts. Apply in person Mon-Fri. 8am-11am & 2pm-4pm weekdays to Phil Hygrades, 1199 Mayfield, Livonia, Mi.

FORTUNE 500 company needs Secretary with shorthand, long term temporary assignment in N. Oakland County. Call Judy, Suburban Office Services, Div. of Norrell, Inc. 851-1500

FULL CHARGE BOOKKEEPER-Manager thru financial statement for small manufacturing firm. Computer experience a plus, minimum 3 years recent experience necessary. Send resume to Box 215, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FULL Time position for an experienced Bookkeeper who has good clerical skills. Apply at 31749 Schoolcraft Rd., Enterprise Drive, Livonia between 9am-12 Noon.

Full time secretary needed for beer Century-21 Real Estate office in Farmington Hills. Experience preferred with multi-line phones, excellent typing ability and word processor a must. 10-7 Monday-Friday. $4.75 per hour. Ask for Mark at 851-8700.

GARDNER CITY - Insurance Agency. Full time clerical position. Basic skills and previous office experience required. Call for interview Mon. thru Fri., 9-11 or 1-3 pm. 421-1111

GENERAL CLERICAL Positions available, full and part time.
Apply SHIAL ART VAN FURNITURE, 37715 Hoyt Rd., Novi or
39905 W. 7 Mile Rd. Livonia. 478-8473

GENERAL OFFICE
Experienced, accurate typing 50WPM, full time. Call between 8am-11am. Livonia area. 426-3000

GENERAL OFFICE - 15-20 hours a week. Light bookkeeping desired. Non-smoker, neat appearance. Reasons only. A. L. M., 13111 W. 10 Mile, Suite 101, Southfield, MI 48075

GENERAL OFFICE
For an insurance agency in Southfield. Prefer some experience in word processing and file bookkeeping. Must type 60 WPM and possess good organizational skills. Excellent opportunity. Call:
GENERAL OFFICE
Small manufacturing firm located in the Livonia area is seeking a highly organized individual to handle a variety of general office and customer service functions. Excellent math, typing (plus) and communicative skills required. Send resume to Box 216 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

GENERAL OFFICE
C.P.I. Corp. a licensee of Sears, Roebuck & Co., is seeking applicants who are able to perform office functions that include answering phones, taking orders, computer data entry, typing, paperwork & filing. Typing is not required. No experience necessary, we will train. Part-time positions are available. For consideration, apply in person at: 11144 Brookfield, Livonia, Mi.
Equal Opportunity Employer M/F

GENERAL OFFICE - bookkeeping and typing. Southfield area. 557-4744

GENERAL OFFICE CLERK - prefer recent General office skills, word processing experience helpful. Call Elise Mon thru Wed, 8am-5pm. 548-6600

GENERAL OFFICE Bookkeeping skills, typing, cash & phone experience. Part office, 5:30-9PM, Southfield area. Please call Shirley 353-3944

GENERAL OFFICE POSITION
typing skills a must, but duties will be diversified. Interesting position with a small energetic young company. Ann Arbor area. 313-429-3423

GENERAL OFFICE, suburban company. Typing, light bookkeeping, phones. People oriented, advancement. $5 hour to start.
ENGLING & ENGLING
352-3300

GENERAL OFFICE
Very pleasant working conditions with excellent benefits. Typing skills needed, we will train in short areas. Near Fisher Building.
Ask for Mac Reed.
473-2525

GENERAL OFFICE
PART OR FULL TIME
9 A.M. - 2 P.M., or 4 P.M. - 8 P.M., or both. $4 per hour. Apply 9-5 P.M., 5463 N. Woodward, Royal Oak, above Video Paint. Entrance is on opposite side of building from Area accounts.

GENERAL OFFICE - Excellent typing skills, computer, word processing, data entry experience required. Interesting, diversified duties in individual office. Learn to learn. Send resume & salary requirements to: AFAM, P.O. Box 1638, Berkley, MI 48072

IBM
Word Processing Typists
We have immediate, long-term openings for your skills. A minimum amount of experience is required. We offer excellent pay and a choice of work assignments. Please call Julie to arrange a personal interview.
CDI
Temporary Services
352-1005
NOT AN AGENCY NEVER A FEE

INSTANT WORK!
MEDICAL TRANSCRIBERS
(6 months experience required)
SECRETARIES
SENIOR TYPISTS
(60 wpm)
SWITCHBOARD OPERATORS
(Dictaphone Experience)
WORD PROCESSORS
(All models)
We have immediate long and short term assignments available.
NEVER A FEE
Call ...
DEARBORN 565-8080
LIVONIA 525-0330
SOUTHFIELD 569-7500
PONTIAC 338-0710
(For jobs in the Rochester area)
Supplemental Staffing Inc.
The Temporary Help People

INSURANCE
Challenging commercial lines position for strong clerical and technical individual. 3-5 years agency experience. Ann Arbor. 971-1360 Ex. 30

INSURANCE
Part time, personal lines experience desired. Southfield location
Call Lori 559-6440

Lanier
Word Processing Typists
We have immediate, long term openings for your skills. A minimum amount of experience is required. We offer excellent pay and a choice of work assignments. Please call Julie to arrange a personal interview.
CDI
Temporary Services
352-1005
NOT AN AGENCY NEVER A FEE

LEGAL/EXECUTIVE SECRETARY
$15,600 FEE PAID
Challenging 35 hour work week. Outstanding office environment. Excellent benefits. Fast salary review. Unlimited growth potential. 549-1090.
SNELLING & SNELLING

LEGAL SECRETARY - experienced, for Southfield general practice firm. Word processing or will train good salary & benefits. 354-8111

LEGAL SECRETARY for Southfield Law Firm. Experience required in Real Estate, Corporate & Light Litigation. Immediate opening. Salary Commensurate with ability. Karen, 352-5383

504 Help Wanted Office-Clerical

LEGAL SECRETARY for senior partner for Troy Law firm. Word processing experience helpful. Salary commensurate with experience. Call 643-6410

LEGAL SECRETARIES
Are you experiencing job satisfaction? Are you happy doing what you do? Are you tired of your current programming or word processing job? Are you bored? Are you sick of seeing the same old tired faces? Are you ready for a change in employer? Are you ready to join a company discovering new opportunities and learning with a new company?
PERSONNEL AT LAW
2000 TOWN CENTER, SUITE 2400
SOUTHFIELD, MI 48075
358-0060

LEGAL SECRETARY, experienced. Full time for Southfield Law Firm. Salary commensurate with ability. Call between 10 am and 4 pm. 548-8131

LEGAL SECRETARY
Experienced in personal injury. Part time possible in Southfield Law Firm. Flexible hours. Knowledge in word processor helpful. Call 352-1900

LEGAL SECRETARY - experienced in probate; also in Estate Planning & American Center Litigation Firm. Dictaphone, opportunity to learn IBM Display Writer. Excellent salary, benefits. 353-7550

LEGAL SECRETARY - Southfield, small professional office, must have 5 years recent exp. in probate. Salary commensurate with ability. Immediate position. 352-5690

LEGAL SECRETARY
For medium - sized Southfield law firm. Litigation experience required. Excellent typing & dictaphone skills essential. Use of word processor helpful. Salary negotiable. Call: 352-1600

LEGAL SECRETARY for negligence defense Southfield Hills Law Firm. Excellent typing skills, prefer word processing experience, knowledge of court procedure helpful, but not essential. Salary commensurate with experience and ability. Fringe benefits. Call Donna at 352-3115

LEGAL SECRETARY for Bloomfield Hills law office. 3 years minimum experience. Excellent skills a must. Contact Marilyn at 335-8600

LEGAL SECRETARY for General Practice, Southfield Law Firm. Experienced typing & excellent typing & spelling. Immediate position. Please contact Robin. 352-3250

LEGAL SECRETARY - Small southfield office. Need strong skills. Independent position. 354-5440 Eve. paid.
SNELLING & SNELLING
Royal Oak 399-3450

LEGAL SECRETARY, $18,000, benefits. Plaza office. MUST: type 70 wpm, shorthand, dictaphone, word process, fee paid.
SNELLING & SNELLING
Royal Oak 399-3450

LEGAL SECRETARY/Word Processor Law Firm, Day Shift, (1) Year Legal and/or (1) year Word Processing experience. Minimum typing 50 WPM. Telephone experience helpful. Will train. Send Resume to 150 E. Woodward, 4th Floor North, Birmingham, Mi. 48011 - Attention Carrie.

LEGAL SECRETARY
Large Birmingham law firm needs experienced legal secretary familiar with general law practice. Must have excellent skills, administrative ability. Excellent benefits and salary commensurate with experience.
Call 645-3400 Ex.3123
An Equal Opportunity Employer

LEGAL SECRETARY
The amount of experience not as important as the skill level for this interesting position with lots of client contact. $13,000, fee paid. Call Denise.
SNELLING & SNELLING
353-2090

LIGHT BOOKKEEPING position open for home office, no experience necessary. Call Mr. Hepner 559-3300 (Holiday Inn of Southfield Hotel/Telegraph Rd.)

LONG TERM assignment for Fortune 500 company in Lathrup Village. $3.35 hr. Display Writer. Call Judy Ann and work immediately. Suburban Office Services, Div. of Norrell, Inc. 851-1500

MATURE Organized SECRETARY for Women's Life Insurance Firm in Troy. 40 WPM, plus shorthand. 35 hrs. per week. Insurance is completely paid. Salary negotiable. Send Resume to G. Perlmutter, 32600 Northwestern Highway, Suite 200, Farmington Hills, MI. 48018.

MATURE PERSON with good secretarial skills for insurance office in Southfield area. Call after 10am. 559-6500

MATURE SECRETARY with good organizational & typing skills. Salary based on experience. 352-5111

MATURE WOMAN to answer phone, take orders, typing, some dictation, filing. For appointment. 653-8222

MEDICAL SECRETARY
Podiatric Surgeon's office in Troy seeks a mature responsible individual with a college degree to serve as a Medical Assistant. Will train qualified individual. Send resume to Box 215, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MORTGAGE PROCESSOR
Experienced? We are not a Real Estate Co! We are a rapidly expanding Centennial Mortgage Co. Call Jerry Crawford for a Career Opportunity. Call David Kaye. 855-5050

NBI
Word Processing Typists
Get hired immediately! We have current openings for all states of Digital Word Processing Equipment Operators. You'll earn top pay and work at interesting firms. Call Julie to arrange a personal interview.
CDI
Temporary Services
352-1005
NOT AN AGENCY NEVER A FEE

OFFICE ASSISTANT - Lots of paperwork, typing, phone, filing, light bookkeeping. Reasons only at Dave Hill, Observer & Eccentric Newspaper, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

NEED ASSERTIVE PERSON for phone work for new Insurance office in Troy. Must have basic office skills & full time potential. Call after 6PM. 689-3777

OFFICE ASSISTANT for growing company, must have basic office skills & be organized. Professional telephone manner a must. Hourly wages & benefits. Call Mrs. Joseph 645-3321

OFFICE ASSISTANT - fast growing Technology firm located in Troy needs an Office Assistant. The individual will be a well organized person with good communication skills, clerical skills & light typing. A minimum of 1 year office experience required. If you like a fast, active pace, send resume to:
Administrative Manager
P.O. Box 1111
Troy, MI 48099

OFFICE CLERICAL - experienced only. Jewelry background preferred. Full time. Farmington Hills area. 474-6190

OFFICE CLERICAL, part time, 16 to 20 hours per week, Mon. Wed. and Fri. Typing required. Typing and good with figures. Apply 9 to 11 Hyrdraflow Plane Service, 25206 N. Lahser, Centre

OFFICE CLERK
Must be experienced in accounts receivable, bookpayer supervision. Good typing skills and able to do detail work. Apply 8-12 noon & 1-4pm.
24901 Northwestern Hwy
Suite 712, Southfield

OFFICE HELP WANTED
Small office in Oak Park is seeking a reliable women to assist in all areas of general office work. Must be a good typist, some experience with shipping procedures, knowledge of typesetting helpful. Pleasant personality - willing to accept responsibility. Call Mrs. Bonnie Tarpley, between 9-4 PM 548-2242.

OFFICE MANAGER
Southfield office building complex. Must have excellent typing and shorthand skills and pleasant phone voice. 557-4744

OFFICE MANAGER / General office & some supervisory experience required for small office in Troy. Excellent opportunity to grow with a young company. Call for Barb. 362-5422

OFFICE MANAGER - Detroit, strong supervisory/administrative background, title charge, flexible for fast growth environment, benefits, $18,000, fee paid

SECRETARY - excellent typing & phone skills, Birmingham Dept. of Troy firm. Benefits, $18,000, fee paid

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

OFFICE POSITIONS
Dary Southfield distributor seeks qualified individuals for entry level office positions involving customer service, data entry. Good typing, CRT/Data entry experience helpful. Accuracy a must. Excellent benefits.
Apply Personnel Office Processing Clerk @ Jewelry Control Clerk.
Call before 11am 352-4234

OFFICE SECRETARY
You must have at least 2 yrs. office experience & type at least 55 WPM. Word processing experience is preferred. This position also includes clerical & accounting activities. Full time only. Benefits, Livonia. 421-4300 ext 300

ONE-SECRETARY OFFICE
Part-time position, 20 hrs. per week, typing, typing, filing - required. Please send resume to Box 324, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OPERATOR - Clerical position, extensive telephone contact, typing, filing, mineral benefits. Hourly benefits. Send request to Box 126, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART-TIME GENERAL OFFICE
Pleasant phone voice, good handwriting & accurate typing skills - 2 days/week. Call between 8am-2:45pm. 643-1500

PART TIME, mature person to do typing on office work. 1 hr. Mon. thru Fri. approx 11am-2pm. 10 key calculator, good with figures. Light typing. West Bloomfield. 855-9190

PART-TIME - Mon. thru Thurs., 4pm to 10 Pm. Receptionist - 40 WPM typing. Answer phones, receptionist, light typing. Send resume or letter to: Part-time, 7336 S. Telegraph, Suite 109, Bloomfield Hills, Mi. 48012.

PART TIME or full time writing purchase orders. Knowledge of mechanical drawing helpful. Hours 10am-2pm. $4.50 - 25 per hour. Apply 844 Livernois, Troy.

PART-TIME SECRETARY
Good organizational skills. Phone work & typing required. 548-6962

PART-TIME SECRETARY
Permanent 15 hour per week position with Financial Planning Firm in Troy. Can turn into full-time. If you are an excellent typist, have shorthand & are close to the telephone, call for an interview. 643-9326
Non-Smoker preferred, ask for:
Mr. Hepner

PART TIME - 15 hours per week. Mature person to do light bookkeeping & typing skills. Typing. Send resume to: PO Box 904, Bloomfield Hills, MI. 48013.

PAYROLL CLERK
We have an immediate opening for an experienced Payroll Clerk in our Headquarters in Northville. Responsibilities include collecting in-putting, posting, balancing and filing of weekly payroll data and payroll checks. Previous experience is an automated high volume payroll system. Knowledge of CRT experienced is preferred.
Applicants with previous payroll experience please call 348-8777
GUARDIAN INDUSTRIES
Northville, Michigan 48167
An Equal Opportunity Employer

PERMANENT part time Secretary, 1pm - 5pm, Mon. thru Fri. Electrical typing, and shorthand. Driving required. Farmington Hills. 334-8400

PERMANENT position for custom person to do various office functions. Must have good typing skills. 1 Mile Location near Mr. Peterman. 352-9150

PERSONNEL ASSISTANT
Part time opportunity available. Must possess excellent phone voice, good communication skills, type 50 WPM, be very well organized, flexible & enjoy working with people. Call for an appointment. 313-459-4000

PHONE/ROOM EXPERIENCE!
Real Estate Land Developer needs a lady/gentleman who has phone experience in renting by appointment, preferable for VIP $30 tickets. Earn big bucks, weekly. Call Marketing Department 355-0400

PRIVATE SECRETARY
To Chairman of The Board. Your own private office in beautiful surroundings. Pleasant personality, 60 wpm typing. Fee paid. Call Rita.
SNELLING & SNELLING
353-2090

RECEPTIONIST needed for Rochester Hills medical office. Light typing. Phone read resume to Box 154, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

REAL ESTATE SECRETARY
Must be experienced in general office and multi-line phones and closing document preparation. Redford area. Contact Mr. H. Hardy for confidential interview
CENTURY 21
Today 538-2000

RECEPTIONIST - CLERICAL - part time. Some evenings & weekend work required. Bloomfield Hills. Call 644-3456

RECEPTIONIST/TYPIST
Needed for Chamber of Commerce Newspaper. Word processing skills essential. Important. Accuracy in typing required. Some answering phones, filing and greeting visitors. Will work in the Birmingham area.
Contact Donna Hay, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150.

RECEPTIONIST/TYPIST - doctors office. Excellent typing. Mature, friendly. Decibles. Type ready, salary negotiated for P.O. Box 35012, Redford, MI 48240.

RECEPTIONIST
for Birmingham Law Firm. Excellent phone skills & moderate typing. Neat & professional appearance. Call 645-3139

RECEPTIONIST - receptionist with good typing skills & phone manners needed. Some CRT experience helpful. Immediate opening. Reply to:
Vice President Personnel
PO Box 87187
Bloomfield Hills, MI 48302

RECEPTIONIST SECRETARY
Experienced individual skilled in typing, filing, phone, general office procedures. Must have references. Please send resume and salary requirements to Williams Panel Brick, 27363 W. 8 Mile, Detroit, MI 48240

RECEPTIONIST/SECRETARY
Permanent position available for an outgoing individual with good typing skills & variety of phone personality. Responsibilities include General Correspondence, Telephone Switchboard, Operation & Some Clerical Duties. We offer a dynamic office environment in Southfield. Starting salary with excellent benefit package, paid holidays & vacation. Call between 9 a.m.- 1 p.m. & ask for C. Gadola at 352-4300

RECEPTIONIST
Experienced with multi-button phone system. Light clerical duties. 5 Mile/Southfield area. 537-1090, ext.19

RECEPTIONIST/SECRETARY - part time, for small architect & general contractor. 16 hours per week, 40 per hour. Southfield. Call Peter 557-1122

RECEPTIONIST SECRETARY wanted for Detroit real estate office. Typing required. Commission. Evenings & Saturdays. Full time. Call Kim 9am-5pm. 537-5400

RECEPTIONIST needed for progressive law firm. Some experience in field helpful. Excellent benefits. Call for interview. call between 9am-1pm. 557-9697

RECEPTIONIST, to answer phone, typing, bookkeeping, days. $3.35 per hr. Livonia area. Call Dennis 7am-3pm 478-3018

RECEPTIONIST
for Southfield professional office, must have good speaking voice. Knowledge of word processing helpful, good salary & benefits. 948-1611

RECEPTIONIST/SWITCHBOARD
For fast paced brokerage office in Bloomfield Hills. Previous experience required, good benefits & no weekends. Call Diane Rosin 332-8129

RECEPTIONIST/TYPIST
This position requires an individual with a pleasant phone voice & accurate typing. Some light bookkeeping helpful. Please send resume to: R.H.C. Inc. 1338 N. Woodward, Suite 200, Bloomfield Hills, MI 48012.

RECEPTIONIST/SECRETARY
for diversified Birmingham Real Estate Firm. General office duties including light clerical. Salary to mid-$13,000. Respond with resume to: Box 216, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Part time
for the sales office, Fox Hills Apartments in Troy. Hours 1pm - 5pm. Send replies to Box 216, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Will train capable intelligent individual for Reception and telephone in prestigious national real estate development company. Must possess excellent typing and grammatical skills. No smoking. Send resume and cover letter TO:
Frankenstein, P. O. Box 2340, Farmington Hills, 48018.

RECEPTIONIST
$12,000 PLUS
Public contact position for major distributor seeks attractive person with professional image. Advancement potential. Call Marty.
Office Services Division
Snelling & Snelling 354-7100

RECEPTIONIST
Responsible/FEE Telephone Operator wanted. Leading private exclusive office in W. Bloomfield. Outgoing individual with good communication skills, typing, order entry and clerical duties. Excellent benefit environment, salary $200 week. Those qualified, call Dorothy O'Brien for appointment. 851-8000

RECEPTIONIST/
ENGINEERING ASSISTANT
GM & Fisher Building area. Nationwide growing manufacturing firm looking for a pleasant voice to greet customers. Must have computer and word processing experience. Excellent benefits, salary. Top pay and benefits. Send resumes to:
SEMCO
310 Piquette St., Detroit

RENTAL REPRESENTATIVE
Full time part time positions with a leader in the car rental industry. Duties include: customer service, sales & administrative. Light typing required, or CRT experience desirable. Starting salary $4.25 per hour plus excellent benefit package & regular salary reviews. For consideration submit application or resume to Box 234, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

SALES
SECRETARY
Up to $16,500 & company pay fee to Farmington. Typing 50 wpm, shorthand, 10 key, 2 years recent sales office background. 474-6000

RECEPTIONIST/
ENGINEERING ASSISTANT
Rapidly expanding corporation seeks dependable motivated individual for receptionist/assistant position. Excellent benefits with opportunity for management position.
471-3252

504 Help Wanted Office-Clerical

Attention:
Rochester Area Residents
KELLY SERVICES has opened an office at:
2565 S. Rochester Rd.
(suite 107A)
Hampton Sq. Business Park
(between Hamlin & Auburn)
- Word Processing Op's
- Secretaries
- Typists
- Switchboard Opr's
- Data Entry Op's
- Clerks
- Light Industrial Workers

For temporary assignments NEAR HOME, call for appointment, Mon. Ore Fri., between 9 am & 5 pm.
852-1511
KELLY SERVICES
The "Kelly Girl" People
NOT AN AGENCY, NEVER A FEE
Equal Opportunity Employer M/F/H

SECRETARIES
North Woodward ad agency has a variety of temporary secretarial assignments requiring typing 45 wpm, pleasant phone manner, shorthand helpful and provides secretarial support. Send resumes and salary history in confidence to Box 234, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
Equal Opportunity Employer M/F/H

SECRETARIES
TYPISTS
WORD PROCESSORS
LIGHT INDUSTRIAL WORKERS
Now recruiting in Troy
for top jobs
PRO TEMPORE INC.
528-0702
A Temporary Service - Never a fee

SECRETARIES-WORD PROCESSING
If you are an experienced secretary on Wang, IBM, Displywriter, Xerox 850 & 860, call for details on how to become a member of our top pay, Christmas & Holiday pay.
Norrell Services Inc.
Office Automation Staffing Div.
358-3353

IMMEDIATE OPENING
For experienced secretary. Good typing skills, real estate or legal experience preferred, shorthand not required. Hrs. 9 to 1 M. Mon. thru Fri. Reply to:
Republic Development Corp.
31275 Northwestern Hwy., Suite 106,
Farmington Hills, Mich. 48018

SECRETARY - BOOKKEEPER
Full time, Plymouth Canton area. Fee appointment call. 459-2100

SECRETARY
Dary Distributor of E.M.Ds office in Southfield seeks ambitious, people-oriented individual to help with general office work, telephone duty and typing skills (50+ wpm) required. Salary is $125 weekly plus benefit package. Call Laurie at 313-5316

SECRETARY
CCH Computer Inc., a computerized tax processing service, is looking for an efficient and experienced secretary for our busy sales office. Position requires 45 wpm typing, excellent organizational skills & word processing experience, to prepare sales proposals & contracts. We offer a good salary and excellent benefits. If interested, please send resume to P.O. Box 2930, Livonia, Mich. 48150
An Equal Opportunity Employer

SECRETARY
Detroit Firm is seeking a full time marketing secretary with typing & dictation & speed writing experience. Minimal overtime, full benefit package. Please send resume & salary requirements to Box 102, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - Experienced, to assist owner in sales office. Good typing and telephone manner. Send resume to:
P.O. Box 361, Farmington, MI 48332

SECRETARY - Farmington Hills based company seeks a responsible secretary with excellent typing skills and transcription equipment skills. Diversification, dependability and experience a must! Call 476-8440

SECRETARY - for one person Southfield office, accurate typing and calculator skills. Knowledge of word processing experience helpful. Call from 12-4pm. Ask for Pat 352-8155

SECRETARY for Farmington Hills office of national real estate development company. Word processing skills helpful. Call for a resume interview 626-7613
An Equal Opportunity Employer

SECRETARY
for Southfield Law Firm. Lots of responsibility & diversity if you have good skills & experience. Call 569-8600.

SECRETARY for Troy-based National Public Relations Agency. Must type 75 WPM & have 2 years secretarial & word processing experience. General Office Secretarial duties, including assisting planning personnel, essential for Customer Relations. Call Sandy for appointment. 649-8070

SECRETARY
Full time. Must be willing to work. 471-6180

SECRETARY - Full time Entry Level for Health Agency in Southfield. Must have good typing skills. Excellent benefits. Call Marcia 557-9300

Secretary-Legal-
Immediate opening for experienced Secretary to work in the legal department of our corporate headquarters in Downtown Detroit. Position requires competitive salary and benefits including paid tuition, parking and free lunch. Position requires excellent typing ability, good grammar and telephone skills. Word processing helpful. Legal background preferred. Interesting and salary requirements in confidence to:
First Federal of Michigan
1001 Woodward Ave.
Detroit, MI 48226
An Equal Opportunity Employer

SECRETARY/PART-TIME
Must type 50 wpm. Call for appointment. 559-8550

SECRETARY - PART-TIME
Mon. - Fri. 10 AM to 2 PM. Accurately formal letters & other typed documents. Salary depends on ability. Call Sandy 476-8040

SECRETARY - PART TIME
For Livonia area insurance office. Must have good typing skills. Salary is negotiable with ability.
441-8111

SECRETARY - PART-TIME
Mon. - Tues. - Fri. (some - Eves) Our company, a personnel consultant firm, has an 11 MBA & Graduate degree & a great attitude (phone, typing, filing) with a great personality. Call Anne at 347-1132

SECRETARY/RECEPTIONIST
Law office entry level position. Benefits. Full or part time.
Call Debra 644-8344

SECRETARY/RECEPTIONIST
Accounting firm (Tax-prep). Mon. thru Fri. - Tax Consulting Center. Good typing, typing, telephone. Good resume, is expected salary is $4. Call Mr. Hepner at 559-3300 (Holiday Inn Suite 116, Bloomfield Hills, MI. 48013)

504 Help Wanted Office-Clerical

SECRETARY/RECEPTIONIST
Full time for Southfield Computer Service company. Good communication skills, good typing and some word processing experience required. Retail knowledge helpful. Salary commensurate with ability. Call Mr. Dan Ross, Southfield, Michigan.

SECRETARY/RECEPTIONIST
Temporary, Direct hire, shorthand preferred, 50 wpm typing, 10 key calculator, resume. Some Saturdays required. Immediate opening at Farmington Hills. Call Ms. Ann Ross, Southfield, Michigan 48076

SECRETARY/RECEPTIONIST
Pleasant Ford Dealership seeks responsible, self-motivated individual. Good typing skills. Good pay. No previous experience necessary. Non-smoking office. Call 644-4883

SECRETARY/RECEPTIONIST
Downtown Detroit health plan has a full time permanent position open. Professional office experience required. Excellent typing skills required. Medical terminology helpful. Interested in a qualified person should contact Cathy Fountain at 961-3000

SECRETARY - Selective typewriter, word processor, shorthand essential, large office, Beaverly Building, Redford. 538-3600

SECRETARY
Typing, Dictaphone, word processing experience in Automotive Manufacturing helpful. Salary open. Apply Personnel Department, Uniform Fit Automotive Accessories, 331 E. Dalzow Rd., Oxford. 628-2138

SECRETARY
$14,000
Rapidly expanding company. Exciting position, benefits, for professional image. Good skills required.
Snelling & Snelling 356-1380

SECRETARY
$15,000
Qualified candidate will have some related experience for downtown position offering full benefits, company car and sales support/training for advancement. Type 60 WPM, basic math skills.
Call Maxine, 355-7272
SEARCH PERSONNEL AGENCY

SOUTHFIELD LAW Firm seeks responsible Legal Secretary with (3) years minimum. Salary commensurate with ability. 354-3366

SOUTHFIELD OFFICE, mature, person with pleasant voice for telephone, good typist, accurate filing. Monday-Friday, 9-5. Salary $4.00 per hour. Start 8-4-84. Resume: Box 2, 26400 Pembroke, Redford, MI. 48240

SR. DATA ENTRY OPERATOR
Full time position for work in Afternoon Shift at Inter Data!
Outstanding Company benefits. Must be able to meet Senior Data Entry Operator Production requirements & have experience on Key to Disk Equipment. Permanent, full-time position. Day Shift Part Time. Inter Data, 7373 Reply to: Box 123, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

STATE FARM INSURANCE AGENCY is looking for 3 part time mature persons to work in professional correspondence agency in Farmington. Duties: prospecting, retail, sales & service department. Salary commission, 2.50 or $ 4.75/hr. Mon.-Fri., Alternate Saturdays 10-3. Call 851-8180

SUPER TYPIST
Excellent opportunity for a competent typist. Word processor, a plus. Pleasant position in very busy office. Good starting salary with full benefits. Company paid fee.
PERMANENT STAFF, INC.
LIVONIA 522-4210

SWITCHBOARD OPERATOR/Receptionist needed for sales dealership in Farmington/Farmington Hills area. Permed. Full time position. 478-8000

TELLERS
(Part Time)
Standard Federal Savings is currently seeking tellers for positions interested in working ONLY part time. To qualify, you must possess light typing skills and a neat, pleasant, friendly attitude. Experienced as a teller helpful. Also, you must be available for 2 weeks after training in Troy.
If you are interested, please apply in person, Mon. thru Fri. 9:30 a.m. and 2:30 p.m.
Standard Federal Savings
Personnel Dept.
4th Floor
3401 W. Big Beaver Rd.
Troy, Michigan 48084
E.O.E. M/F/H/V

TEMPORARIES
Let us keep your schedule busy using your typing skills & experience. Word processing, word processors, secretaries, data entry, CRT, etc. Apply at: Drinker's Tavern, 30400 Telegraph, Bingham Farms, Bloomfield Shopping Center.

BANQUET WAITRESSES/WAITERS
Must be available for Breakfast, Lunch or Dinner shifts. Mostly weekends. Apply in person: Hunt Club, 2000 Town Ctr. Apply in person: Northview Hotel, 217 N. Lake Lenore Trail, Pontiac.

TYPE INTERNATIONAL WANTED, experience preferred, part time, days or night shifts. Call Ms. Ann Ross, 559-6410

BAR MAID PERSONNEL
Experienced. Apply at Bogie Hot Shot, 32121 Plymouth Rd., Livonia.
261-2344

Bates Hamburgers
Needs High, All SHIFTS
Apply in person between 2 & 4 pm, Mon. thru Fri.
33400 Five Mile, Livonia
Or
On Southfield at 9 Mile
Farmington Hills

BOB EVANS RESTAURANT
Immediate openings for experienced in hiring and training, bus people, host/hostesses, 18 years of age or older. Apply in person, 29111 Ford Road, Garden City.

BUDDY'S WEST is now hiring experienced waitresses, Apply in person, 29111 Ford Road, Garden City.

Dearborn - Western area
Door Hostess